

## Harbor Pointe HOA Board of Directors Meeting Minutes: August 15, 2022

*Due to Covid-19 restrictions and concerns, HOA Board Meetings are being held by ZOOM.*

President Jim Carmany called August's HOA Board meeting to order at 6:00pm. Other Board Members present: Gary Rafool, Anne Dickison, Greg Smith, and Denny Klein. Mike Kiernan was able to join in for the last half of the meeting. Isaac Imig and Core3 Property Manager Mike Mayer were absent. Two additional homeowners participated in this Zoom.

### **Approval of Prior Minutes:**

President Carmany asked for any corrections to the June HOA Board Meeting Minutes, but none were offered. Gary Rafool made a motion to accept the Minutes as written, Greg Smith seconded, and all approved.

### **Property Manager's Report:**

Prior to tonight's meeting, Mike Mayer sent Jim Carmany his Property Report which was then conveyed to the Board at this Meeting.

### **Harbor Pointe HOA**

**August 12, 2022**

**Core 3 Recap – Michael Mayer**

- Accounts Receivable – No delinquencies
- Accounts Payable – Current
- Insurance – Harbor Pointe Homeowner Insurance Audit 100% completed by Core3
- Projects - Wrought iron fence painting resumed
- One Unit for Sale: #418

Jim Carmany added that since #412 had not yet sold, Harbor Pointe actually had two units for sale at this time. He also reported that Core3's email problem had been figured out and resolved for the couple of residents it involved.

### **Treasurer's Report:**

In advance of tonight's ZOOM meeting, Treasurer Greg Smith e-mailed Board members the July Financials. Greg plans on continuing the same reporting practices initiated by the HOA's past Treasurer, Sue McGill, but with somewhat different and more streamlined spreadsheets.

### **Long Term Reserves**

Our Reserves started out this new 2022 budget year at **\$53,202**. The balance increases each month through earned interest and the planned monthly transfers of **\$7100** (from HOA dues income) from *Operations* to *Reserves*. As of the end of July, the Reserves Balance was **\$95,662**. Though growing, this balance is low and needs to be built up.

### Operations

The *Operations* checking account has **\$75,541** in it, down slightly from June's balance of **\$76,779**.

The *Operations Checking Account Total* is summed from three sources:

- 1) Prior years brought forward (retained) from 2021: **\$46,078**. This "*Prior Retained Earnings*" number remains constant all year.
- 2) Pre-payment of dues: **\$18,496**.
- 3) Net (Income Minus Expenses) July Year-To-Date: **\$10,968**. [*Calculated Retained Earnings for 2022*]

### Treasurer's Notes:

\*Income from HOA dues is on budget.

\*The annual operating budget shows the operating income in line with the 2022 budget (under budget by **\$902**, but that is insignificant on a **\$208,044** annual budget).

\*Most significant variances:

- Legal and Tax (under budget by \$1,400)
- landscaping (combined, under budget by \$6,543)
- Snow removal (over budget by \$2,575)
- Maintenance (under budget by \$5,512)
- Insurance (under budget by \$4,453)

\*With five more months to go in FY 2022, more expenses will come in, but the end result is projected to come in close to the budgeted figures.

Jim Carmany noted that the cost of electricity has been going up every year, and Greg observed that electrical expenses may as much as triple in September with the new changes in pricing.

Jim Carmany reported that in anticipation of tackling the needed capital improvement project to paint our streetlamp poles, and as approved by the Board, the "trial" painting of two of our street light poles near the front entrance was moved up into this budget year. If the "trial" poles look good and we are pleased with the vendor's work, the remainder will be painted in the future at the negotiated price.

Jim and Greg met to talk about the HOA's proposed Budget for 2023. With inflation, increasing operational expenses, and concerns about rebuilding the Reserves, we need to decide what to do about the HOA dues. We've gone two years without dues increase, but another year of no increases will hurt us in the long term.

Anne Dickison moved to accept the Treasurer's Report, Gary Rafool seconded it, and it passed unanimously.

### Parliamentarian Report:

Gary Rafool reminded the Board that it had been over six years since the Board had done its last walk-around of the community, and Anne had created and distributed a spreadsheet of unit-specific departures from the established Rules governing the appearances of our patios, gardens, decks, and exteriors. Recently a Board Member had commented on the number and variety of things on our patios, and others had noted and questioned the positioning of cute things in yards and around the trees.

Gary proposed another walk-around sometime next spring after the snowbirds were back and we were all thinking about the summer ahead. Gary encouraged all of us to visit our website (<http://www.harborpointehoa.com>) to review the updated Rules and Regulations of 2017, Section 2, which covers what types of things are allowed or not allowed (windchimes, seeded birdfeeders, etc.) on the exteriors of our individual units.

Gary also noted that following last year's reminders to unit owners that it looked like all the seeded birdfeeders (which attract rodents and other wildlife) had been taken down, and that for the most part owners were in much better compliance with the reorganized and more streamlined rules.

Jim Carmany asked to post a reminder that NOTHING was to be screwed into or on any exteriors, rails, siding, window frames, garage frames, etc., without a specific Change Order approval. He also asked residents, should they see something that would seem to be a violation, to contact Core3 or ask Jim Carmany to look into it.

### **Landscaping Report:**

Mike Kiernan reported that Cuttin' It Close completed work on the ends of two buildings, including the **north end of the 200 building**. Irrigation was installed last spring in anticipation of landscaping this area with roses, hydrangeas, and grasses.

Jim Carmany reported that **a number of lawn grass areas seem to have died this year**, and asked Landscaping Director Mike Kiernan and Jim Bill of Cuttin' It Close to look at them, especially the two low areas on the north side of the 500s in the grassy area across from the 400s frontage road in the dog walk area. Jim Bill assessed the problem areas and gave a quote for about **\$1000** to cut out the bad grass, build up the berm, seed, and to perhaps eliminate the grass in that problem area by extending the adjacent mulch bed. **Jim Carmany made a motion to have Cuttin' It Close repair the damaged grass area as outlined for no more than \$1000, with the funds coming out of the Maintenance budget 2022. Mike Kiernan seconded the motion, and all approved.**

Denny Klein reported that there were no other issues with the grass. Damaged sprinkler heads identified during last month's irrigation maintenance inspection have all been replaced.

The **ash tree** across from Unit #200 and adjacent to the freestanding garages is continuing to die from its infestation of emerald ash borer. It is probably time for it to come down before the dead limbs fall and hurt someone or do damage to someone's property. Options for removing the tree and the timing for doing so were discussed. Planting a new tree at this site is probably not feasible.

### **Building Report:**

Jim Carmany for Isaac Imig reported that the recurrent rain leaks near the courtyard entrances of a couple of units were evaluated by Richard Cole and found to have come from the siding and not the roof. It seems that some of the sidings in these buildings were put up without Tyvek covering behind the siding, so if water would get behind the siding, the underlying plywood would adsorb the water and leak. Further discussion took place, but at this time the owners involved have resolved the issues.

The Change Order for #528 to add on an enclosed glass porch was approved.

### **Community Relations:**

Jim Carmany attends the City of East Peoria's City Council meetings. He reported that the City was considering amending their Ordinance for Air BnBs and were looking into the number of properties seeking permits and the acceptable distances between permitted leasing locations. Jim called the Council's attention to the recent (conditional) approval of an Air BnB special permit to a moored non-navigational floating house docked at EastPort Marina and asked that in shaping future Ordinances that they include Marina applicants in the same restrictions.

## Old Business:

**Summary of e-mail motions and votes since our last HOA Board Meeting:** Over the past two years but especially last summer, as more and more discussions, HOA business discussions, and decisions were taking place by e-mail, it became apparent that the HOA Minutes might not be adequately capturing or reflecting the necessary discussions or documentation. The Board resolved to report in the Minutes all motions and votes taking place by email in the period of time following the prior meeting.

Subsequent to the June 2022 meeting, the Board discussed and voted upon three issues.

1. 7/14/22 Around \$12K/yr is budgeted from the Reserves for the replacement of concrete driveways. This year only one driveway was in clear need of replacement: 508/510. Since Harbor Pointe Drive in front of the condo building will be asphalted this year, replacing the damaged concrete driveway would need to be completed before the asphaltting began. Murillo Concrete submitted a bid of \$6850 to replace the concrete on this single driveway. **Jim made a motion to accept Murillo Concrete's bid of \$6850 to replace the concrete driveway of 508/510.** All respondents voted to approve the expense and proceed with the work as soon as possible.
2. 7/22/22 After email discussions, review of color samples, and stipulations about materials and safety features, the **Change Order submitted by Unit #306** to professionally refinish their concrete patio at their own expense in a textured epoxy coating of "Pebble Beach" was approved by all.
3. 8/2/22 Painting of Harbor Pointe's 16 street light fixtures has been in the Long-Term Budget for several years, but as we reached the low point of our Reserves while finishing up the roof replacements, it was moved out a couple of years. Jim recently got a new round of bids. Prime Finish Painting was the lowest estimate at **\$400.00** per streetlight plus paint. This amount is for their cleaning, prepping, and then applying up to two coats of paint to the entire street light pole from top to bottom. After their discussions with Sherwin Williams Paint, they would use the exact same paint and color as we recently used on the wrought iron fence. **Jim Carmany made a motion to approve \$800 from the Long-Term Reserves to have Prime Finish Painting paint two of the light poles near the front entrance this year.** All respondents voted to approve the motion.

**Roads:** The next section of Harbor Point Drive in line for resurfacing includes the stretch between where we left off around Unit 400 in 2021, going to the end of the 500 mailboxes. Road resurfacing work for 2022 will probably begin in August.

**Wrought iron perimeter fence around Harbor Pointe:** Unfortunately, in 2021, Core3's painting of the wrought iron fence required much more time than anticipated. Core3 will resume the painting starting at where activities were paused last year. They will complete the section from the swimming pool to the rear gate, and will also paint the length of wrought iron fence between Harbor Pointe Drive and Route 116.

**Front gate damage and repair:** Oberlander Electric completed repairing the front gate and has been paid in full. Initially they removed the existing control box and stored it so it would not be damaged during the needed repairs. The damaged concrete footings were pulled out and replaced. The HOA paid the **\$1000** deductible, and our insurance paid the remainder of the bill. We still do not know who ran into the gate and failed to report the incident.

**Dryer vents:** Meinder's Duct Company with the help of Massey Roofing completed the cleaning of all the dryer vents in the 300s and 400s, therefore all but the dryer vents in the 200s have been done. The 200s will be done in 2023. Some of the dryer vents were pretty clogged up. As it seems that no two units have the same venting routes, some will clog faster than others. Keeping the vents clear is really important and is our best protection against the most common cause of home fires.

**Low Pressure Washing:** Last summer the HOA employed a pressure washing company that supplies its own water and equipment and uses low-pressure techniques to clean sidings, soffits, and trim.

Jim Carmany obtained a bid that included the additional cleaning of adjacent free-standing garages and decking, plus the option for individual homeowners to arrange for the low-pressure cleanings of their unit's patio and/or driveway at the owner's expense for \$50 per patio or driveway. To spread out the total cost of pressure-wash cleaning of all properties to more than just one single fiscal year, the plan was implemented to lock into the currently offered prices and arrangements but commit to only two buildings for 2021 and adjust the scheduling of future washings as determined by budget, availability, and satisfaction with the 2021 trial washings. The Power Wash Company collected checks for cleaning individual patios/driveways at the time of their services. This year, if the budget looks OK a bit later this fall, Buildings 300 and 400 are the next to be washed.

**Coordinator for Harbor Pointe Social Events:** For years Vickie Carmany took the lead in organizing Harbor Pointe social events such as our annual Fourth of July Breakfasts and the Christmas potlucks, but the time came for Vickie to step back and let someone else pick up the reins. Sherry Semonis volunteered to take on this role but encourages the continued participation and initiatives from others. Please feel free to reach out to Sherry directly when you see her out and about or give her a call on her cell phone at 309-253-4771 to discuss your ideas or offer your assistance.

**HOA Website:** MTCO, our website host and manager for [www.harborpointehoa.com](http://www.harborpointehoa.com) since 2013, notified Jim (retroactively) that they were getting out of the website hosting business as of June 1st, so we needed to find another provider. They recommended Facet Technologies in Peoria. Jim looked into website hosting options and concluded that Facet Technologies seemed to be the most reasonably priced (\$29.95 per month versus others at \$34/month and \$49/month). Migrating our current website content and archives over to Facet Technologies could present an issue due to the down-level software that MTCO was using, but Facet will try to coordinate with MTCO to make the migration as seamless as possible. Jim let us know that the website migration is still in progress and should take another 2-3 months to complete.

#### **New Business:**

**Street light pole painting:** As detailed in earlier parts of these Minutes, Prime Finish Painting has been selected to paint two "trial" poles near our front entrance in 2022, then if all is satisfactory, complete painting the remaining poles in 2023.

#### **HOA Secretary Anne Dickison:**

Jim Carmany thanked Anne for getting out this meeting's Minutes before leaving for the Mayo Clinic in Rochester, MN, to undergo hip replacement surgery. How long she will face restricted activities after surgery is as yet an unknown. All hope, Anne especially, that she will be back in the saddle for our next meeting.

#### **Motion to Adjourn:**

A motion to adjourn the August 2022 HOA Board of Directors meeting was made at 6:45p by Gary Rafool, seconded by Mike Kiernan, and approved by all. The next ZOOM HOA Board meeting will take place on Monday, September 19, at **6:00p**. Core3 will send out the link. The draft Budget for 2023 should be out by then, so discussions of the upcoming budget will be on the agenda.

Respectfully submitted,  
Anne Dickison, Secretary